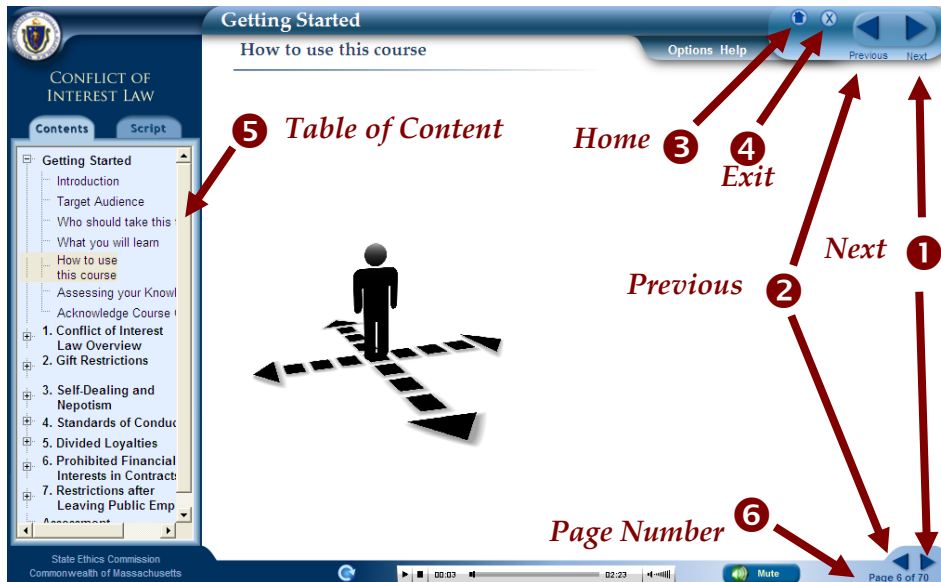


# E-learning Course – Navigation and Features




The following Quick Reference Card provides a helpful job aid when taking this e-Learning course.

## Navigating a course

You can use the navigation buttons, the table of contents (and the keyboard) to navigate through this e-Learning course.



## Navigation buttons

-  The **1 Next** button advances to the next screen.
-  The **2 Previous** button displays the previous screen.
-  The **3 Home** button starts the course from the beginning.
-  The **4 Exit** button closes the course window.

## Keystrokes

The following keystrokes may be used to navigate through a course.



Next page



Previous page



Home page



Exit Course

**Note:** Check the course Help drop-down menu for a list of shortcut keys.

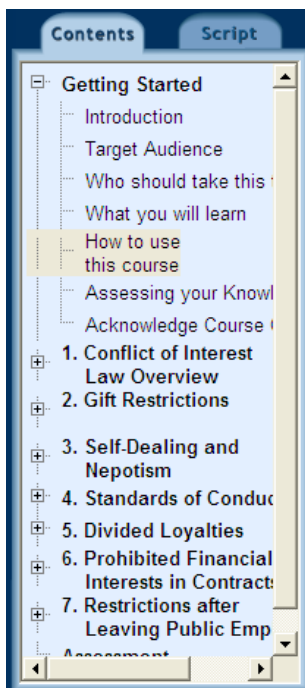
## Page Number

The current page number is located in the bottom right corner of the E-Learning window, as well as the total number of pages in the e-Learning course.

**6**





## Course Contents



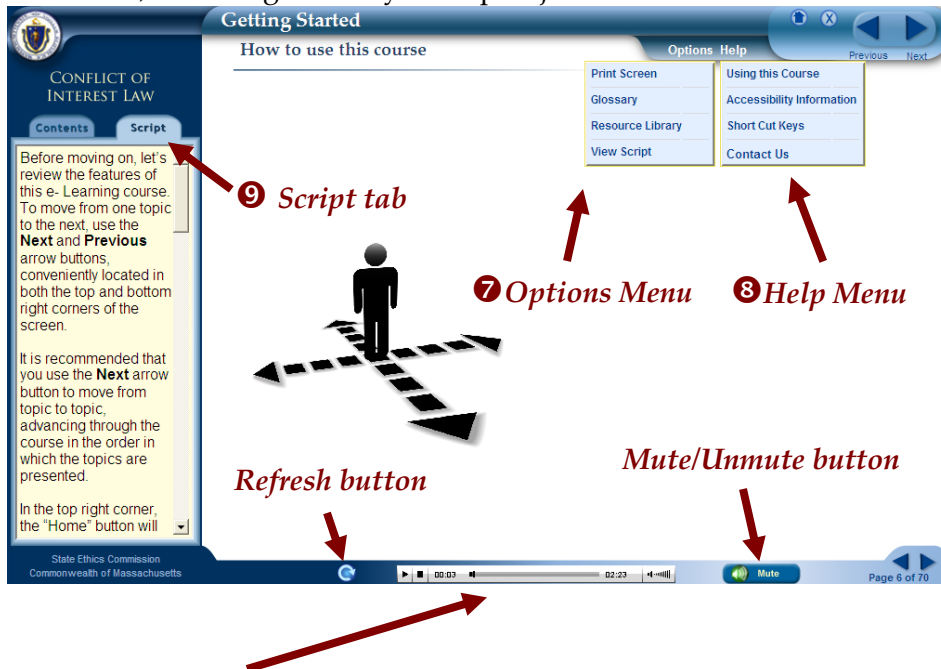
The Course Contents, **5** located on the left, provides a course outline that includes lessons and topics. Your current location is automatically highlighted as you move through the course. This allows you to track your progress.

You can also use the table of contents to jump to different sections of the course.

**Note:** Click the plus  or minus  icons to expand or contract the list of course topics. You will find this interactive table of contents useful when reviewing course material.

## Additional Features

This page shows some additional learner options you can access from the course, including a variety of helpful job aids.



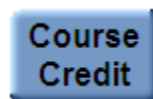
The **Audio Controller** lets you pause the audio and screen animation and resume where you left off by clicking the play button. Or, you can click the stop button to stop the audio and then click the play button to start the current topic again from the beginning.

## Help and Tips

- If you experience any **technical issues** call your **local Help Desk**.
- Direct problems and questions to the State Ethics Commission by calling David Giannotti at **617-371-9505** (refer to the **Contact Us** document available from the **Help** drop-down menu).

## Credit

To receive credit after successfully completing the course, click the credit button when requested or print and hand in the Certificate of Completion.



## Options / Help Menus

### Options Menu <sup>7</sup> / Help Menu <sup>8</sup>

Provides a drop-down list of job aids and other course resources.



## More Features



The **Script** tab <sup>9</sup> displays the text associated with the audio or video for the current page.

**Note:** Click the **Contents** tab to display the Table of Contents again.



You can mute the course audio at any time by clicking the **Mute** audio button. This action will mute the course audio until you click the **Unmute** button.



To replay the current page, click the **Refresh** button.

